

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 17, 2005**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 17, 2005, commencing at 7:02 a.m.

A. ROLL CALL

Present: Council Members – Hansen, Hitchcock, Johnson, Mounce (arrived at 7:04 a.m.),
and Mayor Beckman

Absent: Council Members – None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Blackston

B. TOPIC(S)

B-1 "City Manager's Work Plan"

City Manager King distributed a document entitled "City Manager's Work Plan – A General Policy Level Work Plan of the Most Significant and/or Noteworthy Projects" (filed). He noted that the projects were not listed in priority order and that the report would be reviewed with Council on a quarterly basis to provide an update on progress. Mr. King highlighted the following information:

Economic Development

- Downtown Business Recruitment – recruit businesses that would do well downtown and form a closer association with the wine industry.
- Hotel Development – Transient Occupancy Tax annual income totals \$350,000 and it will be recommended to spend \$125,000 in promoting tourism.
- Industrial Recruitment – ensure that the economic base is diversified and jobs are created.

Land Use

- General Plan Update and Westside and Southside Annexations will require a large commitment of time.
- Greenbelt – strategies and methods for achieving a greenbelt will be tracked.

Finance and Administration

- Public Facilities Planning – some public facilities are unused and others need rehabilitation; a comprehensive planning approach to public facilities and inventory of land will be taken.
- Long-Term Financial Planning – a long-term plan will be incorporated into the 2006-07 budget.
- Purchasing System Update – following review of a final draft, the purchasing policy will be brought to Council for adoption.
- Management / Peer Audit / Evaluation Program – performance standards will be established.
- Labor Negotiations – a number of Memorandums of Understanding expire in 2005, 2006, and 2007.
- Staff Development – succession planning and staff development is needed to provide for a well-trained and prepared workforce.
- Council Handbook – a comprehensive guidebook of standard operating procedures related to Council policies and past practice will be developed.

Environmental

- PCE/TCE Cleanup Plan and Implementation – a long-term plan for resolving the litigation and financing and implementing the cleanup will be prepared.

Capital Projects

- Indoor Sports and Activity Center; Aquatics Complex; DeBenedetti Park; Library Facilities Plan; and Animal Shelter.
- Replacement Program – a comprehensive plan will be prepared to guide the City in financial decisions with regard to planning for the replacement of facilities.
- Accessible City Facilities – The Americans with Disabilities Act required that by 1994 all cities were to create a plan on how public facilities were to be handicapped accessible and to develop a timeline for implementation. Lodi is working on the transition plan. Mr. King noted that a report was commissioned in 1999 related to changes needed to make the Grape Bowl handicapped accessible and it indicated a cost of \$3 million.

Community

- Delta College Site in Lodi – staff has attended informational meetings regarding a possible satellite campus in the Lodi area.

Public Safety

- Property Maintenance and Code Enforcement Program – a comprehensive review of the City's Code Enforcement Program will be undertaken.
- Paramedic Program – this program, designed to enhance delivery of emergency medical services, was approved by the Council in 2002.

DISCUSSION:

In reply to Council Member Johnson, Mr. King explained that market forces alone are not enticing wineries to open tasting rooms in the downtown area. He believed a concentration of tasting rooms in the downtown area would benefit the wineries and City. In reference to offering reduced electric rates for industrial business recruitment, Mr. King stated that it could continue to be offered, although, perhaps for a more limited period of time and tracking will need to be improved. Police Chief Adams reported that San Joaquin Delta College is looking for 25 to 80 acres for the proposed satellite campus. It is hoped that the Delta College police academy and fire training facility could be moved to the Lodi area.

Mayor Pro Tempore Hitchcock asked whether there is still sufficient funding available to move forward with the Electric Utility building.

Electric Utility Director Vallow anticipated coming to Council within the next two months with a general plan for a multi-use Municipal Service Center that incorporates a fire station and animal shelter.

Mayor Beckman and Mayor Pro Tempore Hitchcock were not in favor of electric ratepayers funding the fire station or animal shelter. Ms. Hitchcock asked the City Manager to review impact fees, as she felt they were still too low.

Council Member Hansen recalled that the animal shelter project was designed and previously selected as the next project to be built; however, this is not indicated on the work plan. He felt that the General Plan update should be the top priority and specific dates assigned to ensure it is expedited. In meetings he attended regarding the Delta College satellite campus, there was interest expressed in offering training for viticulture and enology.

In reply to Council Member Hansen, Library Director Martinez reported that the facilities master plan is now five years old. Currently, plans are underway to make the existing space more functional, efficient, and inviting. Staff is now working with the Community Partnership for Families and will be offering library services in the family resource center when it is completed. In reference to the JD Edwards financial software, Finance Director Krueger acknowledged that it was an expensive program, as are the ongoing maintenance and upgrade costs associated with it. He reported that, as it is currently configured, the program does not provide readily accessible information to all departments and at some point it will need to be replaced. Parks and Recreation Director Goehring reported that four years ago nearly \$1 million was obtained through Propositions 12 and 40, which was set aside for DeBenedetti Park. There are also two grants pending valued at \$2.2 million that could be used toward the park. If not obtained, however, it may be necessary to use the \$1 million on deferred maintenance work on other facilities. It is estimated that the dirt excavation work at DeBenedetti Park will be completed in 2007.

Council Member Hansen suggested that greater use of technology also be listed on the work plan, as well as a second parking garage in the downtown area.

In answer to Council Member Mounce, Fire Chief Pretz reported that Community Development Block Grant funds were being considered for Fire Station 1. The concept drawing for Fire Station 1 includes only the lot on the corner and would not impact the adjacent home. Ms. Mounce noted that the library expansion plan included property on the corner and if the project were to proceed, communication should take place with the owner. She hoped that Code Enforcement would remain a high priority and suggested that the water and sewer main replacement program also be listed on the work plan.

Discussion ensued regarding coordination of attraction efforts for a San Joaquin Delta College campus in the Lodi area. It was subsequently decided to schedule a special meeting on the topic for June 7, 2005.

Mayor Beckman, Mayor Pro Tempore Hitchcock, and Council Member Hansen expressed an interest in discussing the topic of redevelopment at a future meeting

Council Member Mounce was adamantly opposed to redevelopment and believed it to be an abuse of government power. She noted that the Supreme Court is now considering whether eminent domain can be legally used.

Mr. King discouraged Council from discussing redevelopment unless it had something specific to achieve. He suggested that Council first consider what it wants to accomplish and then analyze the tools available to achieve the goal. He recommended that impact fees also be charged for Electric Utility infrastructure, as is done for Water and Wastewater.

C. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

D. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:37 a.m.

ATTEST:

Susan J. Blackston
City Clerk

**City Manager's Work Plan – A General Policy Level Work Plan
of the Most Significant and/or Noteworthy Projects**

The City Manager's Work Plan is an organizational tool to assist staff in time management, focusing, and tracking significant and/or noteworthy projects. It is not a complete list of all efforts receiving attention of City staff at any moment.

filed 5-16-05

Economic Development

Project or Issue	Status
<u>Downtown Business Recruitment</u> – Identify businesses that will add to the “tenant” mix of downtown Lodi – work with current and prospective property owners to site and locate business within the downtown core.	Developing strategy to identify those businesses that are likely candidates to locate in downtown Lodi and/or businesses that will contribute to the economic vitality of downtown Lodi, and willing property owners and potential developers. Assemble an integrated staff team to address downtown business recruitment. Drafting a proposal to incent wineries to locate tasting rooms downtown.
<u>Hotel Development</u> – Over \$100,000 is spent to attract visitors to Lodi. A portion of the return on investment in tourism promotion is the collection of Transient Occupancy Tax (TOT). (This is only a portion of the return on investment in tourism; other benefits are realized in increased commerce, jobs, and community prestige.) Lodi receives less than \$350,000 in TOT. This amount could be doubled through an increase in transient beds within the community.	G-REM will be constructing a Hampton Inn Suites, 90 – 100 rooms and employing 25 -30, next to its new office building on Beckman Rd. The facility will include meeting spaces and is expected to open by the end of this year. CDD is also trying to determine what the allowed incentives are for business development (low-mod job creation) through the CDBG program.
<u>Industrial Recruitment</u> - Recruitment of quality jobs and businesses to Lodi	Identify potential business and obtain contact names and addresses.

Land Use

Project or Issue	Status
<u>General Plan Update</u> – A comprehensive review and update of the City's General Plan.	Funded through Impact Mitigation Fees, this project will begin in earnest when the new Community Development Director is brought on board.
<u>Annexations</u> – Two significant annexations, 155-acre Westside Annexation and 264-287 acre Southwest Annexation with accompanying subdivision and development proposal.	Contract planning services paid by the applicant approved by Council on 5/04/05.
<u>Green Belt</u> – Task Force charged with responsibility to explore and investigate the variety of models available and utilized in various cities to accomplish the community separator/open space goal and make a recommendation to the City Council for the option that works best for Lodi.	This issue is pending a proposal from the landowner's group, following a tentative agreement between Stockton and Lodi regarding a mile-wide strip at Armstrong Road.

Finance and Administration

Project or Issue	Status
<p>Public Facilities Planning – A variety of City facilities are in a state of flux with the fate or future use unknown. Some assets, such as the Public Safety Building, need rehabilitation; other City assets, such as the City's property east of Highway 99 need development. The City is paying rent for offices while other City property is vacant. A Master Plan and holistic approach is needed to address City facilities planning.</p>	<p>Old Public Safety Building - Concept drawings for PW, CD, FD space Fire Station #1 – Concept drawing new fire station at Lockeford and School Streets Fire Station #2 – Concept drawing current location. Also part of the EUD corp. yard, Animal Shelter, FD concept EUD Corp. Yard – Design Concept Parks and Recreation Admin. Bldg. – 1995 study complete will need updating Fire Stations 5 and 6 are subject to discussion.</p>
<p>Long Term Financial Planning – A longer term view, strategy, and alternatives need to be developed to address the City's future financial needs. Longer term revenue projections are needed as well as exploration of service delivery and revenue alternatives.</p>	<p>Steps and timing to evolve in the next month in relation to the budget process for 2005-06.</p> <ol style="list-style-type: none"> 1. Hire consultant to assist in the development of plan and essential elements. There is no funding currently in the budget; will explore Impact Mitigation Fee funding. 2. Develop budget modules in JD Edwards. 3. Develop space needs, staffing needs, debt financing and capital needs in conjunction with General Plan update. 4. Set up initial meetings with key staff and to develop key elements of work product and responsibilities for staff completion. 5. Establish timeline for completion of long-term financial plan by January 2006. <p>Incorporate long-term plan in the 2006-07 budget process, which will begin early January 2006.</p>
<p>Purchasing System Update – The purchasing system, a core bureaucratic program of the City, no longer meets the basic requirement of a well-understood policy that efficiently protects the public's assets and allows business to be conducted in a fair and reasonable manner.</p>	<p>On March 8, 2005 during a Shirtsleeve Session, Council was briefed on the proposed changes to the Purchasing Ordinance. In addition to Council comments, department reps have provided comments to the Finance Department. The City Attorney reviewed the proposed document and provided feedback on the format. Next step will be to prepare a final draft for City Manager review and Executive Management Team discussion. Council action will then be necessary.</p>
<p>Management/Peer Audit/Evaluation Program – Performance evaluation is a key to determine the efficiency of a City in provide services. Work is needed to establish performance standards and to compare against these standards.</p>	<p>Need to assemble samples of policies and forms and develop recommendations for City Manager's consideration.</p>
<p>Labor Negotiations – MOU's There are a number of Memorandum's of Understanding that will expire in 2005, 2006, and 2007. Personnel assets are key to the delivery of City services. Care is required in developing labor contracts.</p>	<p>Following are the MOU's and respective expiration dates:</p> <ol style="list-style-type: none"> 1. IBEW (Electric Utilities) 12/05 2. Mid-Management 12/05 3. PD Mid-Management 6/06 4. Maintenance & Operators 6/06 5. General Services 6/06 6. Fire Fighters 6/06 7. Fire Mid-Management – unrepresented 8. Confidential – unrepresented

<p>Staff Development –Succession planning and staff development is needed in order to provide for a well-trained and prepared work force as the “baby-boomers of the 40’s and 50’s reach retirement age.</p>	<p>Staff provided a copy of the PD’s Assessment of Succession Planning for the Lodi Police Department dated June 2001. Plans will be solicited plans from other communities.</p>
<p>Council Handbook – Lodi does not have a comprehensive guidebook of standard operating procedures and written principles to guide Council action and to direct staff in relationship to supporting the City Council.</p>	<p>On hand:</p> <ul style="list-style-type: none"> ● Resolution 2004-282, Rules of conduct of meetings, proceedings, & business ● Resolution 2004-115, Code of Ethics & Values ● LMC, Chapter 2.04, which addresses Council meetings <p>STATUS – Examples of general Council procedures/policies from other cities have been solicited and are being reviewed. NOTE: Some cities have such information adopted by Resolutions, others incorporated individual procedures within an administrative policy manual, and some have informal handbooks/guidelines.</p>

Environmental

Project or Issue	Status
<p><u>PCE/TCE Clean-up Plan and Implementation-</u> Staff is preparing a long term plan for resolving the litigation, and financing and implementing the clean-up</p>	<p><u>Litigation Status:</u> The Central and Southern plumes are settled and the Northern and South Central Western settled on an interim basis that will perform study work until approximately spring of 2006, when final settlement talks will resume. The Southern Plume is gearing up for trial and the litigation and technical teams are preparing a discovery plan for implementation by mid May of 2005.</p> <p><u>Clean-up Status:</u> Remediation work has begun in the Eastern (Busy Bee) plume. Investigative work in preparation for remediation is underway in the Central, Northern and South Central/Western plumes.</p> <p><u>Financing Status:</u> Cost estimates and cash flow needs (given available data) are being prepared in order to evaluate financial impacts, all in preparation for discussion with the City Council in the summer of 2005.</p>

Capital Projects

Project or Issue	Status
<p><u>Indoor Sports and Activity Center</u> – The work consists of developing a 1-acre site to accommodate the indoor sports center. The scope of work will include demolition of existing structures, engineered imported fill material, site grading, underground utilities, and construction of a 40,000 square foot two-story indoor sports facility. Indoor space will include two full-size hardwood basketball courts, one full size taraflex floor basketball court, permanent and roll-away bleachers, one taraflex floor aerobics room, one</p>	<p>ELS Consultants have completed approximately half of their contract agreement with the City. The contract has been suspended due to budget considerations.</p> <p>ELS Consultants has provided and completed the following items:</p> <ol style="list-style-type: none"> a) Planning Indoor Sports Center b) Campus Master Planning c) Schematic Design d) Reimbursables

Indoor Sports and Activity Center (cont'd) –

taraflex floor multi-purpose room, one rock climbing wall, restrooms, locker rooms, café concession area, kitchen area, storage rooms, reception area, administration office space, outdoor seating area, streetscape, irrigation and planting.

City Expenditures to date: \$127,080.18 (Land Purchase, Geotechnical Investigation and Structural Investigation of the “Old Fire House) – Not all land has been purchased for the project site. The City needs to acquire the southeast parcel of the site, which currently is a tow shop business.

As funding becomes available, the Indoor Sports Center project may proceed. Completion of the construction documents and the purchase of the additional parcel is required. At this time, the sports center costs are estimated at \$10 million excluding land purchase. Total build out of the facility is approximately a year and a half once construction commences.

Aquatics Complex – The work consists of developing a 7-acre aquatics complex site. The scope of work will include site grading, underground utilities, one 50-meter competition pool, one zero entry activity pool with play equipment, and one 25-meter instructional pool with waterslide feature. Other work will include the installation of a poolhouse building which would include pool equipment area, administration office space, restrooms, locker rooms, concession stand building, meeting room, picnic area, site furniture, security lighting, fencing, parking lot, concrete flat work, concrete pool decking, irrigation and planting.

ELS Consultants have completed and provided city staff with 100% construction drawings and project specifications. ELS and the City have suspended remaining work due to budget constraints.

ELS Consultants has provided and completed the following items:

- a) Planning
- b) Schematic Design
- c) Construction Documents
- d) Reimbursables

City Expenditures: \$2,319.15 (Geotechnical Investigation)

Currently, the proposed 7-acre site has not been purchased or annexed into the City. The City Council will be reviewing the development proposal of the Westside Annexation, the site of the proposal.

Work on the Aquatics Complex site and project could begin anytime after the City acquires the land and funding. At this time, costs to build the complex are estimated at \$7 million, not including the land purchase. Total build out of the facility would be approximately one year, once construction commences.

DeBenedetti Park – The work consists of developing a 49-acre park/detention basin site. The scope of work will include finish grading, construction of three 90-foot lighted baseball fields, one lighted multi-use (football/soccer) field, two 60-foot lighted baseball fields, and two lighted soccer fields. Other work will include the installation of two handicap accessible

Stantec Consulting is in the process of completing the revisions of their 100% construction documents which includes construction drawings and project specifications. Stantec has indicated that all documents will be received by the end of May 2005.

<p><u>DeBenedetti Park (cont'd) –</u> playground areas, play equipment, lighted pathways, basketball court, entry monuments, site furniture, picnic areas, restroom facilities, concession stand building, maintenance building, well site, underground utilities, parking lot, concrete flat work, fencing, roadways, irrigation and planting.</p>	<p>Stantec Consulting has provided and completed the following items:</p> <ul style="list-style-type: none"> a) Conceptual Design b) Construction Documents c) Reimbursables d) Change Orders 1 & 2 <p>City Expenditures to date: \$2,663.60 (Geotechnical Investigation and Tree Removal)</p> <p>Currently, AM Stephens Construction of Lodi is under contract to rough grade the entire park site. Phase I of the rough grading is scheduled to be completed by October 31, 2005; and phase II of the grading is scheduled to be completed by October 31, 2007.</p> <p>Phase I park construction could begin anytime after October 31, 2005.</p>
<p><u>Library Facilities Plan –</u> The Lodi Public Library Board of Trustee commissioned the development of a Library Facilities Master Plan that was completed in 2002. The plan outlines the expansion of the existing building with a two-story addition that nearly doubles the size of the facility. The proposal includes the acquisition of additional property. Facility features traditional service areas plus a coffee shop, Friends office, teen area and small study rooms. The plan also calls for the creation of a “satellite branch” to meet the library needs of the Eastside population.</p>	<p>In January 2005, the Library Board commissioned the development of plans for upgrading the interior of current facility to maximize functionality of space and create a safe and inviting atmosphere. Library staff continues to dialog with Community Partnership for Families representatives to provide library services in the proposed Family Resource Center to be built in Blakely Park.</p>
<p><u>The Replacement Program –</u> Lodi has various public facilities in assets in different stages of life expectancy. Lodi does not have a comprehensive plan to guide the City in financial decisions with regard to planning for the replacement of these facilities. For example, although the Police Station is a new facility, actions need to be taken now to ensure that the</p> <p><u>The Replacement Program (cont'd) –</u> building can be repaired or replaced in the future or this facility will be in the same condition as the Grape Bowl, a City and community asset that has no funds ear-marked for its rehabilitation, nor any plans to secure funds, but is approaching the end of its useful life.</p>	<p><u>The following facilities are subject to replacement discussion:</u></p> <p>Fire Station #3 Police Building Grape Bowl City Hall 1st Floor Municipal Service Center</p>
<p><u>Animal Shelter –</u> The Animal Shelter is being considered in the context of a new multi-use municipal service center. The Animal Shelter is old, small and crowded. It needs to be addressed in a comprehensive fashion.</p>	<p>To be assigned to appropriate staff.</p>

Accessible City Facilities; ADA Transition

Plan - The Americans with Disabilities Act of 1990 requires that facilities operated by public entities be accessible to the public. A threshold requirement is the preparation and adoption of a Transition Plan. The Transition Plan will require policy level consideration of some of the City's older public facilities.

A survey of accessibility deficiencies was completed in February 2005 by each of the responsible City Departments. The Transition Plan shall include a schedule for achieving compliance for those projects that will take longer than one year. The City's ADA committee was reactivated and is currently working on the plan.

Community**Project or Issue****Status**

Delta College Site in Lodi - The project consists of attempting to locate police and fire training facilities in the Lodi Area. This Plan is contingent upon forming a partnership with San Joaquin Delta College to move the current police and fire training from their main campus to an off-site location that would accommodate a full-service training venue which would incorporate a firing range and driving course.

Staff has attended informational meetings on Delta College's bond funding for possible satellite campus opportunities in the Lodi area. Delta staff and Board of Trustees are aware that Lodi PD and FD are advocating that Police and Fire Academy programs be moved from their overcrowded location on the main campus to an area that could provide for an expanded classroom, firing range, driving course, and fire training venues. Discussions continue for this option or other options that would expand training venues in the Lodi/Stockton areas from their current venue.

Public Safety**Project or Issue****Status**

Property Maintenance and Code Enforcement Program - A comprehensive review and update of the existing Code Enforcement Program operated through the Community Improvement Division.

CDD is working with the City Attorney's Office to develop alternative remedies for code enforcement cases in order to allow more effective enforcement and place the burden of the cost for those services on those that are causing the demand for services. This will include an Administrative Citation/Hearing process, a civil penalties and a more active role from the City Attorney's Office in pursuing legal action in cases of non-compliance. Should be presented to Council at Shirtsleeve Session in June and returned to Council for action in July. CDD has been working with LPD-Partners to develop a project that enlists the Partners to verify compliance for nuisance complaints and to monitor vacant properties to make sure that they are not posing a nuisance to the community. Presented to Council in April, with implementation date of June 1.

Paramedic Program - The paramedic program is designed to enhance the delivery of emergency medical services to the community by the Fire Department. The program was approved by the City Council in October, 2002.

Paramedic program developed, Department has 4 paramedics. Needs: funding for paramedics, Advanced Life Support application, and EMS Coordinator.